

JOB SUMMARY

Position: Utility Employee Distribution Ops – 10946

Please Apply No Later Than: April 18, 2018

THIS POSITION IS REPRESENTED BY LOCAL 223 STORES BARGAINING UNIT. FIRST PREFERENCE WILL BE GIVEN TO THOSE EMPLOYEES IN STORES BARGAINING UNIT.

Location: Pontiac Service Center | Organization: SC NW Region Stores Group

Wage Rate: \$20.00 | Non-Exempt Number of Opportunities: 01 | Bidding Restriction: 12 months

KEY ACCOUNTABILITIES

The job duties for this classification shall be, but not limited to, the following:

- Distributes Tools in the Absence of a Supply Person or Supply Person Leader.
- Count materials, tools, and equipment.
- Operate all single unit trucks.
- Operate material handling equipment such as fork lift trucks, other power operated equipment except cranes, for yard storage and material handling functions within the scope of duties and shall possess a valid operator's permit/license where required.
- Assist in yard cleanup assignments, using single unit trucks, as needed.
- Complete paperwork related to initial receiving of goods.
- Assist other Stock employees, when assigned by management to do so
Stock — Clean warehouse facilities and street grounds, clean and stock bins and shelves in Stock, and give hands-on assistance to Stock employees of higher classification in the performance of warehouse functions
- **P.O.M. - Perform general cleanup and 5s related duties and assists employees of higher classification.**
- Drive and operate forklift up to 5 tons and hand operated pallet movers.
- Conduct inventories/cycle counts.
- Interact repetitively with the computerized warehouse inventory system through a computer terminal. (Shall not process paperwork through SAP unless stepped up to Supply Person.)
- Work directly with and inquiries from other DTE Energy personnel in the course of this work.
- Use small hand or power tools to crate or uncrate stock, tools, materials, and/or equipment in the performance of duties.
- Fills vending machines as required.
- Attend training courses as required.
- Required to perform other duties as assigned

QUALIFICATIONS

- High school diploma or GED.
- Must have 1 year of relevant work experience.
- Able to read, interpret, comply with and/or work from detailed procedures, and verbally report on faulty or unsafe equipment.
- Able to understand and transmit written and oral instructions.
- Able to pass all job courses and maintain a proven tested capability to perform associated tasks such as operating a forklift, hazardous material awareness, etc.
- Able to receive, check in and inspect incoming shipments of materials, quantity, and correctness in accordance with receipt procedures while filling vending machines or working in the tool crib.
- Meet Company driving standards.
- May be required to work shifts as assigned.

ADDITIONAL INFORMATION

DTE Energy is an equal opportunity/affirmative action employer. Applicants must meet the posted qualifications in order to be considered for a position.